



# Tuition Assistance Program

## Woodland Montessori School, Inc.

Woodland educates children, families, and our community through the Montessori philosophy, with an emphasis on inclusivity, diversity, and environmental stewardship.

Dear Applicant,

Every year, Woodland families, children, staff members, and friends work together to raise money for our Tuition Assistance Program. These funds allow Woodland to offer tuition grants of \$50 to \$250 per month to a limited number of families that demonstrate financial need. The program prioritizes:

1. Requests for continued funding from families already receiving tuition assistance;
2. Requests from currently-enrolled families whose financial circumstances have changed;
3. All other requests, as funding allows.

### **Timeline**

We make decisions about tuition assistance for the school year in two rounds every spring:

Round 1: Currently-enrolled families      *Applications due February 1st*

Round 2: New families      *Applications due March 1st*

Funding decisions are made within a month of each round's application deadline.

### **How to Apply**

To apply, send Jim Hansen, CFO:

- A letter that tells us how much tuition assistance you need, and why that amount will enable your family to attend Woodland.
- A list of your total income and expenses each month. We have a form you can use, or you can provide your own budget.
- Proof of current income, such as your most recent tax return, current W2s, or recent pay stubs.

Need help finding documents or preparing your application? No problem. Contact Jim Hansen (jim@woodland-montessori.org) if you'd like help or have questions. Thank you for your interest in Woodland's Tuition Assistance Program.

Warmly,

Jim Hansen

Chief Financial Officer

Woodland Montessori School, Inc.



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**APPLICANT INFORMATION**

<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Address:</b>		
<b>If employed, please provide employer name and address:</b>		
<b>Job Title:</b>	<b>Hours Worked Per Week:</b>	<b>Rate of Pay:</b>

**SECOND PARENT/SPOUSE/OTHER GUARDIAN INFORMATION**

<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Address:</b>		
<b>If employed, please provide employer name and address:</b>		
<b>Job Title:</b>	<b>Hours Worked Per Week:</b>	<b>Rate of Pay:</b>

**STUDENT INFORMATION**

<b>Name:</b>	<b>Age:</b>	<b>Received Woodland scholarship in the past?</b>
<b>If so what years?</b>		
<b>Years of attendance at Woodland:</b>	<b>Hours of care needed:</b>	

**PLEASE SIGN THE STATEMENT BELOW FOR YOUR APPLICATION TO BE CONSIDERED.**

I certify that all the information I have provided on this application is true, correct and complete. I have read the Parent Handbook and I am familiar with my duties and responsibilities to the school as outlined. I authorize Woodland Montessori School or its representatives to obtain additional financial information to complete the processing of this application. Should my circumstances change significantly at any time during my association with Woodland Montessori School, Inc., I will notify the Head of School or CFO immediately.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date of Application**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date of Application**



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**FINANCIAL INFORMATION**

Name of Applicant \_\_\_\_\_

Please attach a copy of your most recently filed Federal Income Tax Statement and complete the following information:

Monthly Income		Monthly Expenses	
Wages/Salary:		Rent/Mortgage:	
Outside Assistance (Unemployment, child support, etc.):		Utilities:	
Other Income:		Food:	
Total Monthly Income:		Auto Expenses:	
Please List Assets (home, car, bank accounts, etc.):		Loan Payments:	
		School/Education:	
Number of children or other dependents living with you:		Child Care:	
Names and ages of children:		Other Expenses:	
Besides applicant, how many children are in day care?			
Have you applied for outside funding?		Other Expenses:	
If yes, where and what were the results?		Total Expenses:	
Amount you can afford for monthly tuition:			

You may return this to the Woodland office, email it to: [jim@woodland-montessori.org](mailto:jim@woodland-montessori.org) or mail it to: Woodland Montessori School, Inc., 1124 Colby Street, Madison, WI 53715.